



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

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June 16, 2008

SUBJECT: FNM – Travel to the 2008 Federally Employed Women’s (FEW) National Training Conference (NTP)

TO: All NRCS Employees

File Code: 250-13-19

**ACTION REQUIRED BY: June 18, 2008**

The 39<sup>th</sup> National Training Program (NTP) Federal Employed Women’s (FEW) Training will be held in, Anaheim, California, on July 14-18, 2008.

Reservations can be made at the Hilton Anaheim Hotel, 777 Convention Way, Anaheim, California, 92802, by calling (800) 222-9923 or (714) 750-4321. Be sure to state that you are a part of the FEW NTP Conference for the group rate of \$118.00. The hotel will take reservations until June 20, 2008, at that rate.

The following attendance categories may receive approval consideration, by their supervisor, on a “government time and attendance” basis.

- Receiving an Award, Citation, or Commendation
- Presenting a topical paper or other agenda fulfillment
- Regional Chapters Officers and Executive Board Member
- Chairperson/Member of the Midwest Regional Chapter Committee/Task Force
- State/Regional Representatives
- Member of Regional Conservationist’s staff
- Training/People receiving training

All employees requesting attendance on a government time and attendance basis must submit their names to their Area Conservationist or Leadership Team member for approval. The Area Conservationist of Leadership Team member are requested to then submit their compiled lists to Gail Voiles, via email, by COB June 18, 2008.

/s/

JANE E. HARDISTY  
State Conservationist

cc: Gail Voiles, Accounting Technician, NRCS, Indianapolis, IN